

Here is a step-by-step guide to register into the State of Vermont Online University and to enroll in courses.

Note: The Online University has 2 components:

1. This is where you will go to register for Time Entry and other classes needed to prepare for “Go Live”, when the State of Vermont will implement on-line self-service for timesheets, expense claims, benefits enrollment and other HR transactions.
2. The Online University is also the site where employees can access On-line Courses in a wide variety of topics for professional development, including Safety, Communication, Computer Software, and Leadership.

We have updated your employee information in the Online University. All employees, including those with an active account, will need to complete an initial registration process before enrolling in training.

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## Step 1: Activate Your Account

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To register into the University and complete training, please follow these instructions:

1. Visit <https://firstnetcampus.com/sov/entities/vermont/logon.htm>
2. Enter your Employee ID number – this will be your User Name.
3. Validate yourself in the University
  - a. Enter your **Last Name** in the field provided
  - b. The registration system will match your employee ID and last name and display a match. Click “This is my record” if the system matches you correctly.
  - c. Create a **new password**. Be sure to memorize or write down your password as you will need this information for future use.
  - d. Choose a **secret question** and enter the answer for the password retrieval system.
  - e. Enter your **email address** and **phone number**.

NOTE: If you do not have an email address, enter your supervisor’s email. YOU MUST ENTER AN EMAIL ADDRESS. THIS IS THE ADDRESS WHERE CONFIRMATIONS OR CLASS UPDATES WILL BE SENT.

### No match?

You will be prompted to contact FirstNet Learning for assistance.

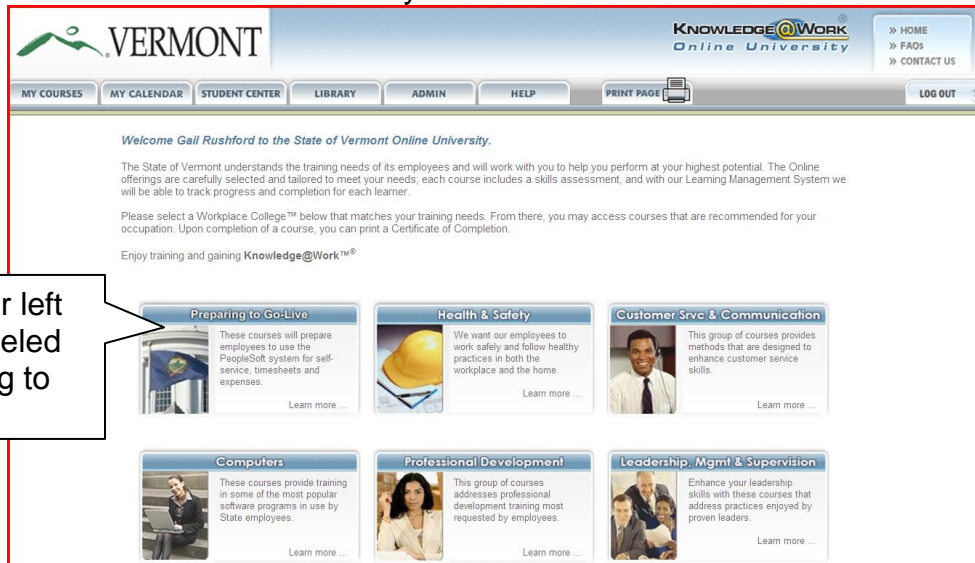
### OR



New employees can add themselves by clicking “I Am a New User” button at the bottom of the screen.

## Step 2: Access the Site

Once you have registered into the State of Vermont Online University, you will not need to repeat Step 1. You can log-in and access the site 24/7 from any computer with internet access.

1. To log-in - go to <https://firstnetcampus.com/sov/entities/vermont/logon.htm>. Add this link to your favorites should you need to change your reservation.
2. Enter your employee ID number and the Password you created in Step 1
3. You are now in the University



4. There are 6 boxes. Select "Preparing to Go-Live". to view the State of Vermont training options for Time Entry and other courses to prepare users for the new system. All of the courses provided by the State of Vermont are represented with the following icon 
  - a. The other 5 boxes list the five Workplace Colleges of the On-Line University (Health & Safety, Customer Svc & Communication, Computers, Professional Development, and Leadership, Mgmt & Supervision). Those courses that are online are represented with the following icon . Registration information for those courses is still available on the [Summit website](#).

## Step 3: Enroll in Training for “Go-Live”

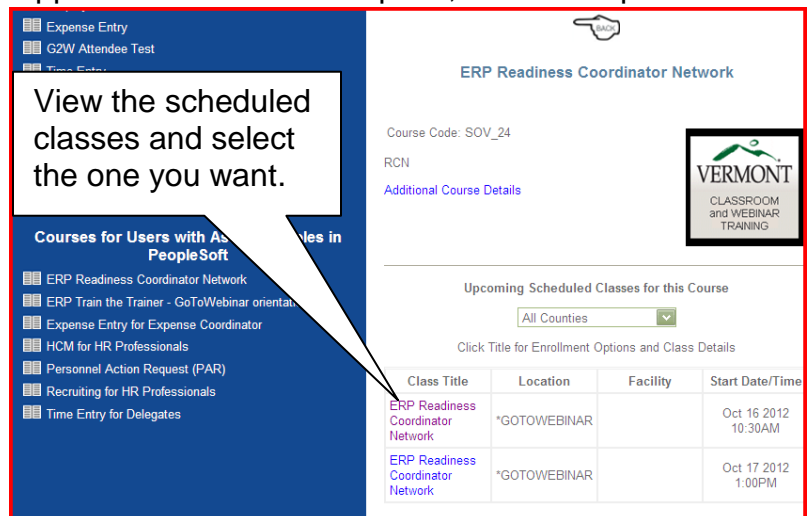
These instructions are applicable only to enrollment in the State of Vermont’s “Preparing to Go-Live” catalog of courses.

1. Select a course title from the list on the left hand side of the page. .



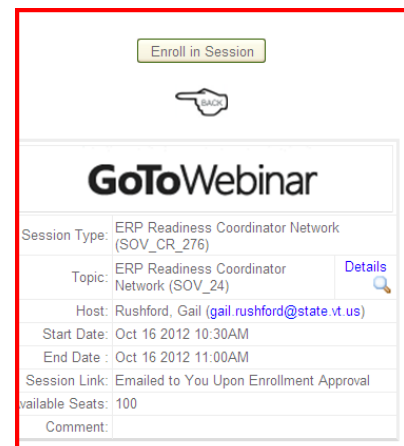
2. A description of the course will appear. Below the description, select an option for viewing the list of scheduled classes:

- a. All Counties – this will show you all available sessions
- b. Webinar – this will show you only the webinars (Most Time Entry and Expense Entry classes will be delivered by webinar.)
- c. A Specific County – this will show you only sessions in that county



3. You will see the class details and, above that, a button to “Enroll in Class”. Click on the button. You will be automatically enrolled in the Workshop or Webinar. You will receive an email notification of the enrollment as well as a reminder a few days prior to the event.

NOTE: You can also select the “My Calendar” tab at the top of the page to view all scheduled workshops and webinars. You may also view those workshops and webinars in which you have already enrolled.



If you experience any difficulty call the On-Line University help desk at 888-948-4949 x1.